

The procedures for publishing ARM documents are currently being reviewed and will be updated when the review is completed

Procedures for ARM Publications

Types of ARM publications

Formal Program reports (ARM red-band covers)

Informal Program reports (ARM red-band covers)

Site reports

White papers

Technical reports

VAP reports

Journal publications

Process for publishing

Types of ARM Publications

(need to add links)

Formal Program Reports (ARM red-band covers): Formal reports include the ARM Program Plan, Science Plan, Locale Recommendation Plan, and Conference Proceedings (**Add link to each of these documents**).

Informal Program Reports (ARM mottled red-band covers): These informal documents include Site Scientific Mission Plans, site reports, and white papers.

Technical Reports: These reports document algorithms and data processing procedures example. An example includes “The Shortwave Clear-Sky Detection and Fitted Algorithm Operational Details and Explanations,” by C.N. Long. ARM TR-004
http://www.arm.gov/docs/documents/tech_reports/arm-tr-004.pdf

Value-added Product (VAP) Reports: These reports document value-added products and procedures.

Process for Publishing

Formal Program Reports

1. **Obtaining a document number.** The author is responsible for contacting the ARM Program Office to obtain a document number. Please do not assign your own. The Program Office keeps track of all numbered publications and assigns them as needed, depending on the type of publication. The author can contact either Nancy Burleigh and/or Denise Carrothers who will assign these numbers. Examples of document numbers in this category include ARM-CONF-2000.

2. **Getting the document to us.** Electronic documents can be sent to us by one of the following ways:

-FTP to <ftp.arm.gov> and notify Nancy Burleigh.

-E-mail to Nancy Burleigh (nancy.burleigh@pnl.gov).

-Place on diskette or CD-Rom and mail to Nancy Burleigh at the following address:

Nancy Burleigh
ARM Program Office
Pacific Northwest National Laboratory
K9-38
3200 Q Ave.
Richland, WA 99352

3. **Getting the report out on the Web.** Once the electronic file has been received, the report will be reviewed for overall completeness and consistency and will be formatted. The report must complete all internal and external reviews before being placed on the ARM Web site. Once these steps have been completed, a pdf version will be placed on the ARM Web site and the author notified that it is publicly available.
4. **Internal Review Process.** Before final publication, the ARM Program Office will review all formal reports for completeness, accuracy, consistency, and proper acknowledgment of U.S. Department of Energy's ARM Program. The ARM Technical Director and the ARM Chief Scientist must approve all formal reports.
5. **External Review Process.** Technical reports selected to be formal DOE reports will be externally reviewed as appropriate.
6. **Author Instructions for Submitting.** Text should be prepared in Microsoft Word. If possible, save text as a Word 2000 document or text-only file. Include names, affiliations, and locations of all authors. Identify point-of-contact, along with email address and phone number, for questions. Define ALL acronyms and abbreviations the first time they are used.

Make sure all references called out in text appear on your reference list and that all references on your reference list are called out in text. Also, make sure all references on your reference list have complete citations and are publicly available. Make sure all figures and tables are called out in text and have captions. Also, make sure that all figures and tables called out in text are included with your paper.

If possible, graphics should be sent as individual graphic files in their original software. Create/size graphics to fit the image area. Make sure that any text in the graphics is not sized smaller than the base font text size (standard = Times New Roman 12 pt). Graphics can be up to 7 inches wide. Please supply a high-quality printed copy of all graphics, so that, if needed, they can be scanned and imported into the text.

Informal Program Reports (mottled red-band covers):

1. **Obtaining a document number.** The author is responsible for contacting the ARM Program Office to obtain a document number. Please do not assign your own. The Program Office keeps track of all numbered publications and assigns them as needed.

The author can contact either Nancy Burleigh and/or Denise Carrothers who will assign these numbers. Document numbers in this category include ARM-99-001 and ARM-00-002.

2. **Getting the document to us.** Electronic documents can be sent to us by one of the following ways:

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- Email to Nancy Burleigh (nancy.burleigh@pnl.gov).

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4. **Internal Review Process.** Before final publication, the ARM Program Office will review all formal reports for completeness, accuracy, consistency, and proper acknowledgment of U.S. Department of Energy's ARM Program. The ARM Technical Director and the ARM Chief Scientist must approve all formal reports.
5. **External Review Process.** External reviews are not typically required for informal reports.
6. **Updating Your Publication.** A report might need to be maintained and updated periodically. This might mean that an addendum be added in a separate document or that the document be resubmitted after it has been updated. The ARM Program Office will accommodate this with the appropriate numbering of the documents. For example, if a report was published under ARM-001 and the author updates this version, a companion report will be published and the document number will be ARM-001.1 to reflect that this is revision 1, while an addendum for the document will be named ARM-001.A1.
7. **Author Instructions for Submitting.** Text should be prepared in Microsoft Word. If possible, save text as a Word 2000 document or text-only file. Include names, affiliations, and locations of all authors. Identify point-of-contact, along with email address and phone number, for questions. Define ALL acronyms and abbreviations the first time they are used.

Make sure all references called out in text appear on your reference list and that all references on your reference list are called out in text. Also, make sure all references on your reference list have complete citations and are publicly available. Make sure all

figures and tables are called out in text and have captions. Also, make sure that all figures and tables called out in text are included with your paper.

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Technical Reports

- 1. Obtaining a document number.** The author is responsible for contacting the ARM Program Office to obtain a document number. Please do not assign your own. The Program Office keeps track of all numbered publications and assigns them as needed. The author can contact either Nancy Burleigh and/or Denise Carrothers who will assign these numbers. Document numbers in this category include ARM-TR-002.
- 2. Getting the document to us.** Electronic documents can be sent to us by one of the following ways:
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 - Email to Nancy Burleigh (nancy.burleigh@pnl.gov).
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- 3. Getting the report out on the Web.** Once the electronic file has been received, the report will be reviewed for overall completeness and consistency and will be formatted. The report must complete all internal and external reviews before being placed on the ARM Web site. Once these steps have been completed, a pdf version will be placed on the ARM Web site and the author notified that it is publicly available.
- 4. Internal Review Process.** Before external review, all technical reports will be reviewed for completeness, accuracy, consistency, and proper acknowledgment of the U.S. Department of Energy's ARM Program. In addition to the report, submitters should provide a brief (one paragraph) description of the contents and focus of the technical report and provide names of at least 3 suggested reviewers for their report. The ARM Technical Director and ARM Chief Scientist must approve all technical reports.
- 5. Peer Review Process.** The ARM Program Office will select at least 3 reviewers to provide a scientific review of the technical report. The list of suggested reviewers provided by the author will be considered for that review. In addition, the ARM Program

Office will identify at least one other reviewer. Nancy Burleigh will be the point of contact for accepting technical reports, distributing reports for review, and for compiling and distributing review comments to authors.

6. **Updating Your Publication.** A report might need to be maintained and updated periodically. This might mean that an addendum be added in a separate document or that the document be resubmitted after it has been updated. The ARM Program Office will accommodate this with the appropriate numbering of the documents. For example, if a report was published under ARM-TR-001 and the author updates this version, a companion report will be published and the document number will be ARM-TR-001.1 to reflect that this is revision 1, while an addendum for the document will be named ARM-TR-001.A1.
7. **Author Instructions for Submitting.** Text should be prepared in Microsoft Word. If possible, save text as a Word 2000 document or text-only file. Include names, affiliations, and locations of all authors. Identify point-of-contact, along with email address and phone number, for questions. Define ALL acronyms and abbreviations the first time they are used.

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VAP reports

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2. **Getting the document to us.** Electronic documents can be sent to us by one of the following ways:

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Recommendation for Journal Articles

The viability of government programs is dependent on journal articles. Experience has shown that it is often difficult to identify which specific programs originated the research described in journal articles. Also, often the acknowledgment statements are not placed where they are easily accessible through electronic searches, and, therefore, the program supporting the research may not be recognized. For the ARM Program, it is recommended, if possible, that acknowledgments be placed in the abstract or introduction of the articles to make them more accessible. Following are recommendations for properly acknowledging the ARM Program and contributors to the program.

Proper Acknowledgment

The ARM Program should be acknowledged in publications as the programmatic origin of field programs.

ARM-funded investigators will use the following acknowledgment: "This research was supported by the Office of Biological and Environmental Research of the U.S. Department of Energy (under grant or contract number - if appropriate) as part of the Atmospheric Radiation Measurement Program."

Publications resulting from collaborative efforts in which ARM data or facilities were used are requested to appropriately acknowledge the cooperation or collaboration of the "U.S. Department of Energy as part of the Atmospheric Radiation Measurement Program."

Principal investigators (PIs) providing non-routine data will be acknowledged as appropriate. ARM-funded PIs will give proper acknowledgment to cooperating or collaborating programs in those cases where data originating therein are being used.